



**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS
AGREED-UPON PROCEDURES ENGAGEMENT
OF THE
METCALFE COUNTY PROPERTY VALUATION ADMINISTRATOR**

Fiscal Year Ended June 30, 2000

**EDWARD B. HATCHETT, JR.
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AGREED-UPON PROCEDURES REPORT

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Edward B. Hatchett, Jr. Auditor of Public Accounts

Independent Accountant's Report

Honorable Michael Welsh
Metcalf County Property Valuation Administrator
Metcalf County Courthouse
Edmonton, Kentucky 42129

We have performed the procedures enumerated below, which were agreed to by the Metcalf County Property Valuation Administrator, solely to assist you with the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, and recordkeeping for the fiscal year ended June 30, 2000. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Metcalf County Property Valuation Administrator. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure-

Compare the budgeted statutory contribution of fiscal court to the legally required amounts calculated by the Revenue Cabinet. Trace the fiscal court payments from the fiscal court statutory contribution budget account to the Property Valuation Administrator's local bank account.

Finding -

The fiscal court budgeted the appropriate statutory contribution required by the Revenue Cabinet and made payments to the Property Valuation Administrator. The Property Valuation Administrator deposited the statutory contribution payments received to the local official bank account. However, the fiscal court did not pay the Property Valuation Administrator the whole amount required by the Revenue Cabinet. According to our audit, the Property Valuation Administrator is due \$868 from the fiscal court. We recommend the Property Valuation Administrator request this amount from the fiscal court.

Client Response -

Will follow recommended procedure for attaining additional county contribution.

Honorable Michael Welsh
Metcalf County Property Valuation Administrator
(Continued)

2. Procedure -

Compare capital outlay disbursements with cancelled checks, supporting documentation, and proper purchasing procedures. Verify the location of newly acquired assets.

Finding -

Proper purchasing procedures were followed for capital outlay expenditures and supporting documentation was available. We verified the location of all new purchases.

Client Response -

None.

3. Procedure -

Compare recorded city receipts to confirmed payment amounts obtained from city governments. Also review the list of city receipts for completeness.

Finding -

Recorded city receipts agree with confirmations and all appropriate cities are included on the Property Valuation Administrator's records.

Client Response -

None.

4. Procedure -

Determine if Property Valuation Administrator has a receipt ledger, a disbursement ledger, and reconciles bank records to books each month.

Finding -

Receipt and disbursement ledgers are maintained and bank reconciliations are completed each month.

Client Response -

None.

Honorable Michael Welsh
Metcalf County Property Valuation Administrator
(Continued)

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on the specified elements, accounts, or items. Accordingly, we do not express such an opinion or limited assurance. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the Property Valuation Administrator and the Revenue Cabinet and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a long horizontal flourish extending to the right.

Edward B. Hatchett, Jr.
Auditor of Public Accounts

Engagement fieldwork completed -
January 23, 2001